

**DEPARTMENT OF CHARITABLE GAMING  
STOREROOM INVENTORY ISSUE FORM – PAPER****INSTRUCTIONS**

- When To Use:** Use this particular form to record and track all bingo paper cards/packs/sheets that have been issued from the organization's storeroom for the upcoming bingo session.
- Organization:** Fill in the official name of the organization.
- Session Date:** Fill in the date of the upcoming bingo session.
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Enter the following information for each type of bingo paper card/pack/sheet that has been issued from the organization's storeroom for the upcoming bingo session. Remember to use a separate line for each type of bingo paper card/pack/sheet.

<b>Column A</b>	<i>Type of Paper</i>	Enter the type of paper (i.e., 12 ON WTA, 9 ON Jackpot, 6 ON 18 UP Pack, 8 ON Sheet, 3 ON Bonanza, 5 ON Early Bird, etc.).
<b>Column B</b>	<i>Serial Number (#)</i>	Enter the serial number of the type of bingo paper card/pack/sheet.
<b>Column C</b>	<i>Number (#) of Units Issued</i>	Enter the number of units (cards/packs/sheets) issued from the organization's storeroom for the upcoming bingo session.
<b>Column D</b>	<i>Number (#) of Units Returned</i>	Enter the number of units (cards/packs/sheets) returned to the organization's storeroom at the conclusion of the bingo session.
<b>Column E</b>	<i>Number (#) of Units Transacted</i>	Enter the difference between Column C (# of Units Issued) minus Column D (# of Units Returned).